

CITY OF GREENWOOD, INDIANA
IMPROVEMENT ACCEPTANCE/ACKNOWLEDGEMENT OF
COMPLETION PROCEDURES
GENERAL OUTLINE

There is a process in place for acceptance of improvements and/or acknowledgement of completion of improvements, release of performance guarantees and acceptance of maintenance guarantees.

The following is a general outline to follow ONCE ALL UTILITIES HAVE BEEN INSTALLED:

- 1) A project representative (developer/contractor/engineer/surveyor) must submit certified paper as-builts for all improvements. A video (DVD) of all storm sewer shall also be submitted with/or before the paper asbuilts are submitted. The as-builts must be prepared by a professional engineer or registered land surveyor (not the contractor or an architect). Questions regarding the as-built or video requirements should be directed to the Technician/Site Development Inspector (or other engineering division field staff) @ 317-887-5230.
- 2) Once the paper as-builts and storm sewer video are received, the project representative must contact the Technician/Site Development Inspector (or other engineering division field staff) @ 317-887-5230 to schedule a field inspection. The project representative must be present at the field inspection to assist in the inspection process (opening manholes, structures, etc.) Once the field inspection is complete, a punch list (if required) will be generated by the Technician/Site Development Inspector (or other engineering division field staff) and distributed to the project representative.
- 3) Once the project representative determines that the punch list has been completed, the project representative must again contact the Technician/Site Development Inspector (or other engineering division field staff) to request a re-inspection. If the re-inspection is approved, the project representative may move towards placement on a Board of Public Works and Safety (BPWS) agenda. **IF** the re-inspection is not approved, follow step 3 again.
- 4) **NO** request to be placed on a BPWS agenda will be accepted until the Technician/Site Development Inspector (or other engineering division field staff) has given final field inspection approval, storm sewer video approval and received approved paper as-builts.
- 5) During the field inspection/storm sewer video/as-built process coordination should be done, by the project representative, with engineering division office staff (City Engineer or Senior Technician) as to maintenance guarantees needed and amounts of those guarantees.

- 6) Once the final field inspection approval and storm sewer video approval is given by field staff, approved paper as-builts have been received by field staff and maintenance guarantees are coordinated with office staff, a letter to request placement on a BPWS agenda must be sent by the project representative to:

City of Greenwood, Indiana
Engineering Division, Dept. of Community Development Services c/o Administrative
Assistant
300 South Madison Avenue, Second Floor
Greenwood, Indiana 46142

- 6) The request letter shall include the full name of the project as presented through the plan commission, the BPWS meeting date being requested, action being requested of the BPWS, person or persons that will be attending the BPWS meeting and contact information such as telephone number, facsimile number, e-mail address, etc.
- 7) The request letter and all appropriate paperwork requiring BPWS action must be received by the engineering division **at least** 2 weeks prior to the meeting that is being requested. The Board meets on the 1st & 3rd Monday of each month at 5:30 p.m. in the City Meeting Room, 1st Floor, 300 South Madison Avenue, Greenwood, Indiana 46142.
- 8) Items shall be submitted as follows:
 - a) The **ORIGINAL** letter of request shall be sent to the Administrative Assistant at the address shown in #6 above.
 - b) A **copy** of the request letter shall also be sent to the City Engineer at the same address.
 - c) A **copy** of the request letter along with all **ORIGINAL** paperwork, guarantees, any other letter or legal size sheets, final certified mylar as-builts (2 sets), final certified electronic copy (1) of the as-builts, etc. requiring BPWS action shall be submitted to the Senior Technician at the same address.
 - d) A **copy** of the request letter along with **copies** of all paperwork, guarantees and any other letter or legal size sheets requiring BPWS action shall also be submitted to both the Corporation Counsel and the City Attorney at the following address:

City of Greenwood, Indiana
Corporation Counsel
300 South Madison Avenue, Fourth Floor Greenwood, Indiana
46142

- 10) Once the items requiring BPWS action are received, staff will attempt to review all items in the 2 week time period mentioned. If revisions are required, staff will contact the project representative.
- 11) During this 2 week time period, balance of inspection and testing fees will be calculated if required, SAF fees will be calculated if required and any other pertinent information needed for BPWS action will be analyzed.

While this procedure may not be all inclusive and may not cover all situations (as each individual project is different); it shall be used as a general guide for improvement acceptance/acknowledgement of completion of improvements.

As of February 28, 2017 the following persons are in the following positions:

Technician/Site Development Inspector	-	Mr. Kevin Riddle
City Engineer	-	
Senior Technician	-	Mr. Paul D. Peoni
Administrative Assistant	-	Ms. Carol Pinnick
Corporation Counsel	-	Ms. Krista Taggart
City Attorney	-	Ms. Shawna Koons

Please call the engineering division with any questions or comments. Our telephone number is 317-887-5230

As-Built Drawing Resolution #92-7 should be helpful in preparing the required asbuilts. The resolution contains the minimum information that will be required on the as-built drawings. Any questions about this resolution should be directed to the Technician/Site Development Inspector.

The As-Built Drawing Resolution can be found on the City of Greenwood, Indiana website in the Document Center under Document Type – Resolutions; Department/Division – Engineering.

www.greenwood.in.gov